Juvenile State Tax Intercepts by Batch - for Cost of Care/Services
Recommend - start process October each year

Initial one time Set-up: Each Financial Order on each petition is analyzed - if the Cash Code Audit Summary is COW & the report type is D/FIA207 or if the Cash Code report type is S/Stateward and no payment has been made on **ANY** financial order within "X" # of days for the selected billing location - then the payer is delinquent and selected. The selection criteria may also include a check for the number of delinquent letters previously sent. MCL 769.1(7)

FCC - Cash Codes with Audit Summary = COW & Report Type D/FIA207 or Cash Codes with Report Type S/Stateward

❖ ***Step 1:** **Access the Juvenile Tax Intercepts screen & Create Tax File & Print Audit**
  o enter TAX on the NEXT:____, hop line – to access the Juvenile Tax Intercept Screen
  o enter the billing location applicable to juvenile matters
  o enter the Tax Year to intercept funds from (Only one Tax Intercept batch run may be ran per Year).
  o 1 - **Create File & Print Tax Intercept Audit;** enter court specific criteria - # of Days Delq. as of (enter date), the # of Delq. Letters sent, one specific Cash Code or blank for All/(recommended) and Min. Amount Past Due(e.g., juvenile/parent must owe at least $25.00). A Tax Intercept file is created per name that meets the criteria entered. Names must have a SSN# on the NAM/Name file to meet the initial selection process. If the court needs a list of names missing SSN#'s, request a query through the helpdesk. In the future, a SSN# error report will be available to the courts on the TAX screen. Nam/Fin w/ suppressed bills="Y", will not be selected.

```
SUSAN        UCOCPVK                    UCSGEN - TEST                      HOJ
                                   Juvenile Tax Intercepts                11/24/08
Next: TAX    Case: _____ _____  Court: P 13_ 13
                      Billing Location:  3 JUVENILE - CRIM (DL)
                            Tax Year: 2008 (Required)
                               1=Select Report
              1 Create File & Print Tax Intercept Audit
                      # of Days Delq.:    120 as of 11/24/2008
                   # of Delq. Ltrs Sent:    2 (Blank for All)
                            Cash Code: ____ (Blank for All)
                  Min. Amt. Past Due: _____ (Blank for All)
              _ Print JC 60 - Notice Date: 11/24/2008 & Create Event NII _
              _ Print JC 61 - Order Date: 11/24/2008  & Create Event OII _
                Judge _ _____
                Clerk _ _____

              N Clear Tax Intercept File for Tax Year

System Options:
Y Omit Names with Suppress Bill Flag set to Yes.
N Include Fin Adjustments CMJT and CMCS as payment.

F3=Exit   F10=Name   F13=Cmds   F16=Calc
Tax Year must be entered
```

*Recommend: the court prints the ARR report to know the amount outstanding per cash code – prior to implementation of the Tax Intercept process.

Review the Tax Intercept Audit:

```
SUSAN                              PRT JC 60 Detail Rpt                      10/10/08 Pg:
UCDBPFK                                         UCSGEN - TEST          MOJ   10:43:47

 Tax Year: 2008  Billing Location:  3


2001 0000000352 DL  Payor Name: ANSEL K ADAMS               (      783  )

    2001 0000000244 ANSEL K ADAMS               1/09/2002 CCF    1      125.00        125.00
2001 0000000091 DL  Payor Name: ANTTE A ADAM               (      784  )

    2001 000000091B MIKE ANDERSON              3/01/2001 COW    2     3880.00       3880.00
2004 0000001333 DL  Payor Name: BETTIE MITTS             (    207448  )

    2004 0400133301 TONY THOMAS               8/01/2004 DET    3      700.00        700.00
2004 0000004567 DL  Payor Name: BETTIE MITTS             (    207448  )

    2004 0400455701 ABBY MITTS              11/06/2006 DET    4     4185.00       4185.00
```

After reviewing the audit

B) Need to remove Payer/s

C) Payers all correct - goto Step 2.

A) Need to re-run

Clear File & Start Over
(goto Step 1)

```
Billing Location:  3 JUVENILE - CRIM (DL)
       Tax Year: 2008 (Required)

       1=Select Report
 _ Create File & Print Tax Intercept Audit
     # of Days Delq.: _____ as of 10/17/2008
   # of Delq. Ltrs Sent: ___ (Blank for All)
        Cash Code: ____ (Blank for All)
 _ Create NII Event & Print JC 60 - Notice Date: 10/17/2008
 _ Create OII Event & Print JC 61 - Order Date: 10/17/2008
   Judge _ _____
   Clerk _ _____

 Y Clear Tax Intercept File for Tax Year
```

goto **NAM**/Name File at the Next:_____, select the Payer's Name

F/Fin Info, next to the Payer's Name

T/Tax Intercept, next to the applicable billing location for juvenile matters

4/Delete the Tax intercept Record for the payer

❖ **Step 2:** **Create NII Event and Print JC 60 – Notice of Intent to Intercept State Taxes**
  - o enter the billing location applicable to juvenile matters
  - o enter the Tax Year to intercept funds from (Only one Tax Intercept batch run may be ran per Year).
  - o <u>1</u> – Print JC 60 – Notice of Intent to Intercept State Income Tax & Create NII Event (enter "**Y**" to create an event) for each Delinquent Payer –and enter the Notice Date: <u>(enter the "as of" date used to Create the Tax File)</u>

```
SUSAN        UCOCPVK                    UCSGEN - TEST                      HOJ
                              Juvenile Tax Intercepts                  11/24/08
Next: TAX    Case: _____ _____    Court: P 13_ 13
                     Billing Location: _3_ JUVENILE - CRIM (DL)
                            Tax Year: 2008 (Required)
                          1=Select Report
             _ Create File & Print Tax Intercept Audit
                      # of Days Delq.: _____    as of 11/24/2008
                   # of Delq. Ltrs Sent: ____ (Blank for All)
                          Cash Code: _____ (Blank for All)
                   Min. Amt. Past Due: _____ (Blank for All)
             1 Print JC 60 - Notice Date: 11/24/2008 & Create Event NII Y
             _ Print JC 61 - Order Date: 11/24/2008  & Create Event OII _
                Judge _ _____
                Clerk _ _____

             N Clear Tax Intercept File for Tax Year

System Options:
Y Omit Names with Suppress Bill Flag set to Yes.
N Include Fin Adjustments CMJT and CMCS as payment.

F3=Exit    F10=Name    F13=Cmds    F16=Calc
Tax Year must be entered
```

```
SUSAN        UC6DDFK                    UCSGEN - TEST                      HOJ
                     Display Notice/Order Details for Tax Year         10/10/08
Billing Location:  3
Tax Year 2008

Type options, press Enter.
2=Update    4=Delete    5=Display

  File Year/Number      Payor                  Delinquent Amount
_ 2001 0000000352 DL    ANSEL K ADAMS                   125.00
_ 2001 0000000091 DL    ANTTE A ADAM                   3880.00
_ 2004 0000001333 DL    BETTIE MITTS                    700.00
_ 2004 0000004567 DL    BETTIE MITTS                   9668.01
_ 2004 0000001009 DL    TASHA WIEBER                     25.00
_ 2004 0000004567 DL    ABBY MITTS                       50.00
_ 2006 0000001831 DL    MARY QUAY                       500.55
_ 2006 0000001945 DL    ZACHARY BUSMAN                   50.00




F3=Exit    F10=Name    F13=Cmds    F16=Calc    F21=Print Notices
```
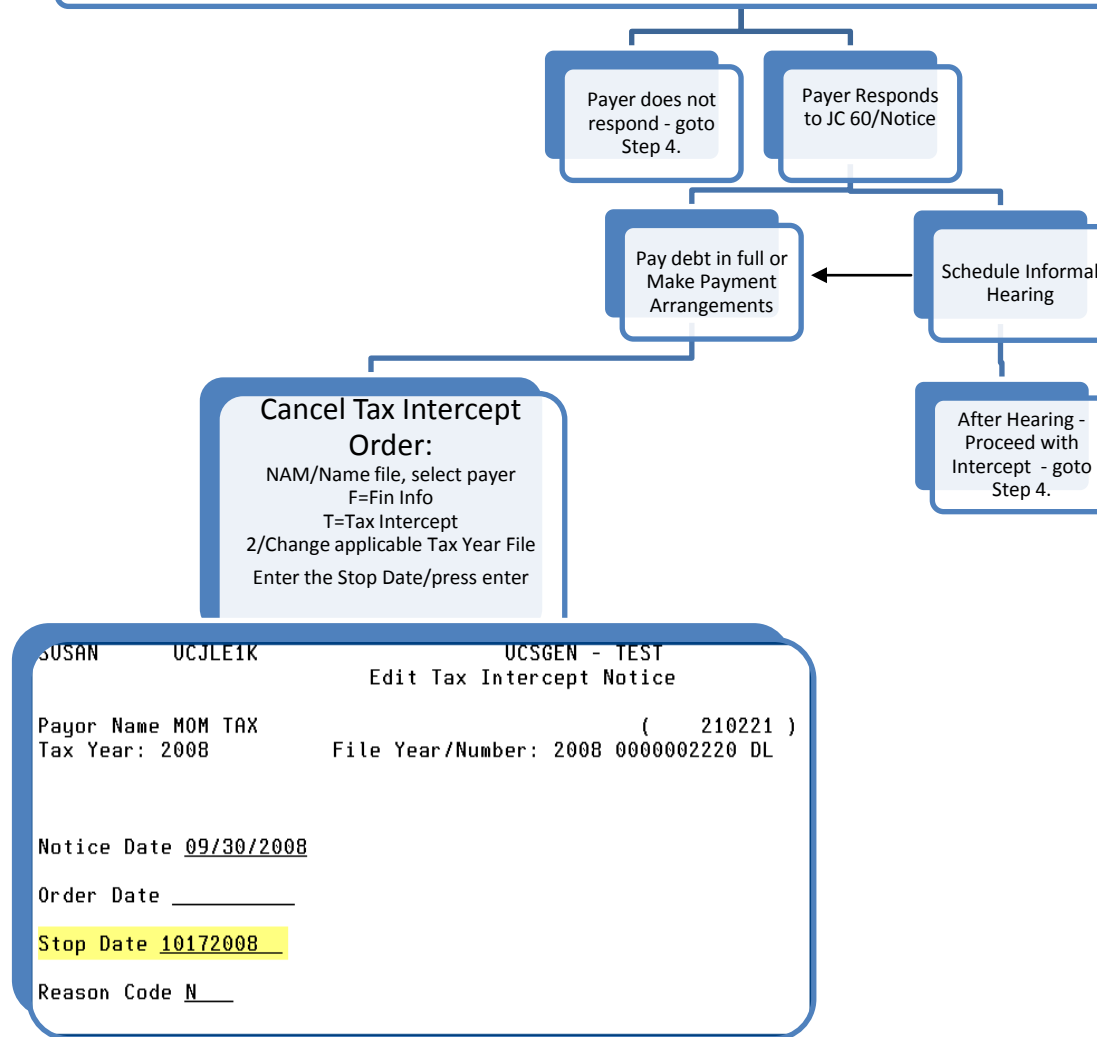
4/Delete a Payer from receiving a notice.

F21/Print Notices – will **create** a NII event & print JC60/Notice

IMPORTANT!!!!!!!! – if Create an NII Event = "Y", then when pressing F21/an event is created on every case number.

*JC 60 – Mail - Original to Payer and Copy for Court

Step 3: Wait *28 days to allow payer to respond to NII/Notice to Intercept State Taxes – JC60

Payer does not respond - goto Step 4.

Payer Responds to JC 60/Notice

Pay debt in full or Make Payment Arrangements

Schedule Informal Hearing

After Hearing - Proceed with Intercept - goto Step 4.

Cancel Tax Intercept Order:

NAM/Name file, select payer
F=Fin Info
T=Tax Intercept
2/Change applicable Tax Year File

Enter the Stop Date/press enter

```
SUSAN      UCJLE1K                    UCSGEN - TEST
                          Edit Tax Intercept Notice

Payor Name MOM TAX                        (   210221 )
Tax Year: 2008         File Year/Number: 2008 0000002220 DL



Notice Date 09/30/2008

Order Date _____

Stop Date 10172008

Reason Code N___
```

*the # of actual days to wait is not specified in the statute, court's discretion.

❖ Step 4: Create OII Event and Print JC 61 – Order to Intercept State Income Tax

- o enter the billing location applicable to juvenile matters
- o enter the Tax Year to intercept funds from (Only one Tax Intercept batch run may be ran per Year).
- o 1 – Print JC 61 – Order to Intercept State Income Tax & Create OII Event (enter "**Y**" to create an event) for each Delinquent Payer –and enter Order Date: (enter the date of the Order, e.g. current date/date Judge will sign order)
- o Enter the Judge's and Clerk's name – these will print on every order

```
SUSAN        UCOCPVK                    UCSGEN - TEST                        HOJ
                                 Juvenile Tax Intercepts                  11/24/08
Next:  TAX    Case:  ____ _____    Court: P 13  13
                         Billing Location:  3 JUVENILE - CRIM (DL)
                               Tax Year: 2008 (Required)
                                 1=Select Report
                   _  Create File & Print Tax Intercept Audit
                           # of Days Delq.:  _____  as of 11/24/2008
                       # of Delq. Ltrs Sent:  ___  (Blank for All)
                                   Cash Code:  _____  (Blank for All)
                       Min. Amt. Past Due:  _____  (Blank for All)
                   _  Print JC 60 - Notice Date: 11/24/2008 & Create Event NII _
                   1  Print JC 61 - Order Date: 11/24/2008  & Create Event OII Y
                           Judge  _ _____
                           Clerk  _ _____

                   N  Clear Tax Intercept File for Tax Year

System Options:
Y Omit Names with Suppress Bill Flag set to Yes.
N Include Fin Adjustments CMJT and CMCS as payment.

F3=Exit    F10=Name    F13=Cmds    F16=Calc
Tax Year must be entered
```

```
SUSAN        UC6DDFK                    UCSGEN - TEST                        HOJ
                        Display Notice/Order Details for Tax Year         10/10/08
    Billing Location:   3
    Tax Year 2008

    Type options, press Enter.
    2=Update    4=Delete    5=Display

      File Year/Number      Payor                          Delinquent Amour
    _ 2001 0000000352 DL    ANSEL K ADAMS                           125.00
    _ 2001 0000000091 DL    ANTTE A ADAM                           3880.
    _ 2004 0000001333 DL    BETTIE MITTS                            70
    _ 2004 0000004567 DL    BETTIE MITTS                            966
    _ 2004 0000001009 DL    TASHA WIEBER                            25.
    _ 2004 0000004567 DL    ABBY MITTS                              50.00
    _ 2006 0000001831 DL    MARY QUAY                              500.55
    _ 2006 0000001945 DL    ZACHARY BUSMAN                          50.00




    F3=Exit    F10=Name    F13=Cmds    F16=Calc    F21=Print Notices
```
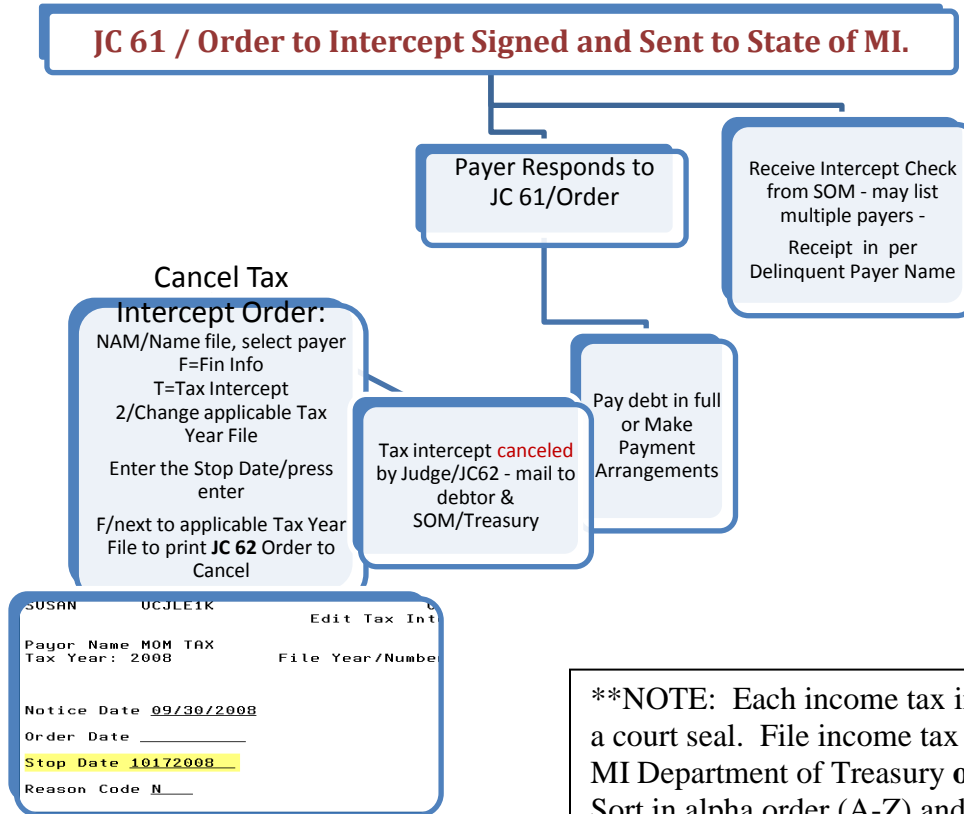
4/Delete a Payer from receiving an order.

F21/Print Notices – will **create** an OII event & print JC61/Order

IMPORTANT!!!!!!!! – if Create an OII Event = "Y", then when pressing F21/an event is created on every case number.

❖ **Final Step:** **Judge signs JC61/Order and distribute:**
   o Distribute copies of the order:
      ▪ 1 copy mailed to the debtor
      ▪ 1 **sealed** copy to: Michigan Department of Treasury
                     ATTN: Third Party Withholding Unit
                     Collection Division - P.O. Box 15128, Lansing MI 48901

JC 61 / Order to Intercept Signed and Sent to State of MI.

Payer Responds to JC 61/Order

Receive Intercept Check from SOM - may list multiple payers -

Receipt in per Delinquent Payer Name

Cancel Tax Intercept Order:
NAM/Name file, select payer
F=Fin Info
T=Tax Intercept
2/Change applicable Tax Year File

Enter the Stop Date/press enter

F/next to applicable Tax Year File to print **JC 62** Order to Cancel

Tax intercept canceled by Judge/JC62 - mail to debtor & SOM/Treasury

Pay debt in full or Make Payment Arrangements

```
SUSAN        UCJLE1K                        U
                              Edit Tax Int
Payor Name MOM TAX
Tax Year: 2008              File Year/Numbe

Notice Date 09/30/2008
Order Date _____
Stop Date 10172008___
Reason Code N___
```

NOTE: Each income tax intercept order must have a court seal. File income tax intercept orders with the MI Department of Treasury **on or <u>after</u> November 1**. Sort in alpha order (A-Z) and bundle the orders in packs of 50.

*Do NOT submit to Treasury before Nov. 1.